

Catalog of Courses

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The Certification in Arizona State Public Procurement (CASPP) Program

Candidates for Certification in Arizona State Public Procurement (CASPP) must meet the following requirements and petition for certification to the Chief Learning Officer of the Arizona Procurement Institute:

1. Persons completing all modules may apply for **Certification in Arizona State Public Procurement (CASPP)**.
2. Completion means either taking a class in each module or meeting an equivalency for each module.
3. Students shall be required to complete the modules in sequence. This eliminates the necessity for redundant information in the modules.
4. Course equivalencies:
 - a. Fundamentals Series: course equivalency may be completed by providing evidence of years of relevant state service, or by attending an original API course.
 - b. Specialist Series: Candidates for certification must take the courses in the numerical order to become certified. Test-out is not available at this time.
 - c.

	MODULE	COURSE EQUIVALENCIES		
		*Years	Training	Test-out
<i>Fundamentals Series</i>	Module I – “Fun”-damentals	2	or 101	N/A
	Module II – Small Dollar Purchases (1 cent to \$10,000)	2	and 201	N/A
	Module III – Informal Solicitations: RFQs	2	and 301	Yes
<i>Specialist Series</i>	Module IV – Formal Solicitations: IFBs Plus (May be sub-modules)	N/A	N/A	N/A
	Module Va – RFPs	N/A	N/A	N/A
	Module Vb – Evaluating Responses to Solicitations	N/A	N/A	N/A

* “Years” is defined as years in Arizona State service in a full time position conducting procurement activities. Relevant state service to be assessed by API on a case-by-case basis.

Certification Program Courses

Arizona State Procurement Institute (API) Course Catalog

Students completing requirement may apply for Certification in Arizona State Public Procurement (CASPP)

See course schedule and syllabi online at: <http://www.azdoa.gov/spo/training>.

Register for Certification Program courses online at: www.azgu.gov/STARS.

See the course schedule online at: <http://www.azdoa.gov/spo/training/api-course-schedules>.

Contact Terrence Scott for information registration assistance: terrence.scott@azdoa.gov

<u>Level</u>	MODULE TITLE	PREREQUISITE	WHO SHOULD TAKE	EQUIVALENCIES		
				*Years	Training	Test-out
Foundation Fee: \$100 per day	API – 601 Module I – “Fun”-damentals One day course, offered bi-monthly	None	Procurement Associate: all agencies Procurement Technician: all agencies Procurement Specialist: all agencies Senior Procurement Specialist/Supervisor: all agencies Procurement Manager: all agencies Procurement Administrator: all agencies	2	or 101	N/A
	API – 602 Module II – Tools for Small Dollar Procurement One day course, offered bi-monthly	101 or Module I equivalency	Procurement Associate: all agencies Procurement Technician: all agencies Procurement Specialist: all agencies	2	and 201	N/A
	API – 603 Module III – Informal Solicitations: RFQs One day course, offered bi-monthly	201 or Module II equivalency	Procurement Associate: agencies with \$10K or more delegated authority Procurement Technician: agencies with \$10K or more delegated authority Procurement Specialist: agencies with \$10K or more delegated authority	3	or 301 and	Yes

Arizona State Procurement Institute (API) Course Catalog

<u>Level</u>	MODULE TITLE	PREREQUISITE	WHO SHOULD TAKE	EQUIVALENCIES		
				*Years	Training	Test-out
Specialist Fee: \$100 per day	API – 604 Module IV – Formal Solicitations: IFBs Plus One day class, offered bi-monthly	Modules I, II and III or equivalencies	Procurement Specialist Senior Procurement Specialist/Supervisor: agencies with \$50K + delegated authority Procurement Manager: agencies with \$50K + delegated authority Procurement Administrator: agencies with \$50K + delegated authority	N/A	N/A	N/A
	API – 605a Module V – Formal Solicitations: RFPs Two-day class offered bi-monthly	Modules I, II, III, and IV	Procurement Specialist Senior Procurement Specialist/Supervisor: agencies with \$50K + delegated authority Procurement Manager: agencies with \$50K + delegated authority Procurement Administrator: agencies with \$50K + delegated authority	N/A	N/A	N/A
	API – 605b Module VI - Evaluating Responses to Solicitations One-day class offered bi-monthly	Modules I, II, III, and IV	Senior Procurement Specialist/Supervisor: all agencies Procurement Manager: all agencies Procurement Administrator: all agencies	N/A	N/A	N/A

Arizona State Procurement Institute (API) Course Catalog

Who should take certification courses?

Foundation Series	Module I – “Fun”-damentals of Public Procurement	Procurement Associate: all agencies Procurement Technician: all agencies Procurement Specialist: all agencies Senior Procurement Specialist/Supervisor: all agencies Procurement Manager: all agencies Procurement Administrator: all agencies
	Module II – Small Dollar Purchases (1 cent to \$5,000)	Procurement Associate: all agencies Procurement Technician: all agencies Procurement Specialist: all agencies
	Module III – Informal Solicitations: RFQs	Procurement Associate: agencies with \$10K or more delegated authority Procurement Technician: agencies with \$10K or more delegated authority Procurement Specialist: agencies with \$10K or more delegated authority
Specialist Series	Module IV – Formal Solicitations: IFBs Plus	Procurement Specialist Senior Procurement Specialist/Supervisor: agencies with \$50K + delegated authority Procurement Manager: agencies with \$50K + delegated authority Procurement Administrator: agencies with \$50K + delegated authority
	Module Va – RFPs Module Vb – Evaluating Offers	Procurement Specialist Senior Procurement Specialist/Supervisor: agencies with \$50K + delegated authority Procurement Manager: agencies with \$50K + delegated authority Procurement Administrator: agencies with \$50K + delegated authority
Managing Public Procurement	Not required for certification.	Senior Procurement Specialist/Supervisor: all agencies Procurement Manager: all agencies Procurement Administrator: all agencies

Arizona State Procurement Institute (API) Course Catalog

Detailed Course Descriptions

Courses for Certification in Arizona State Public Procurement (CASPP)

Foundation Series Track

API601 - Course Title: Module I - Foundations in Arizona Public Procurement, - “Fun”damentals of Public Procurement

Content: Module I is the first of six courses in the Arizona Public Procurement Specialist Certification Program. Module I is a general overview of public procurement in Arizona, emphasizing compliance with statutes, rules and policies that direct the procurement of goods and services for public entities in Arizona. Topics include basic information about the roles and duties of government employees responsible for acquisition of goods and services, organization of public procurement in the State of Arizona, minority- and women-owned and small business enterprise solicitation requirements, comparison of governmental with private sector purchasing, the need for compliance with statutes, rules and policies that govern public procurement, resources for buyers, professional vocabulary, the law of agency and ethics.

Audience: Public procurement practitioners, end-users of government contracts, procurement supervisors and program managers. State employees with responsibility for purchasing goods or services, including buying from State or agency contracts or using a purchasing card, should take Modules I and II.

Prerequisite: There is no prerequisite for Module I. Module I, or its equivalent, is a required prerequisite for all other modules in the certification program. In Module I, students will receive a three-ring binder containing materials for use throughout the entire certification series.

Assessment: This course utilizes an alternative assessment requiring the student to participate in the course session and the instructor to observe and rate the student's participation. The assessment is comprised of criteria for each of **9** learning objectives. Accuracy of recall is counted less than effort, understanding of the presented principles, active participation and rationale for answers. Note that successful completion of (“passing”) the course is contingent upon observed active participation in the class. The student must obtain a score of 75 to pass.

Duration: 7.5 hours (one day)

CEUs: 7.5

Cost: \$100 for one day

Arizona State Procurement Institute (API) Course Catalog

API602 - Course Title: Module II, Foundations in Arizona Public Procurement – Tools for Small Dollar Procurement

Content: Module II is the second of five courses in the Arizona Public Procurement Specialist Certification Program. Module I topics include an overview of Article 3 Supplier Source Selection, including discussions of alternative methods, P-card purchases, supplier registrations, bid lists, freight and delivery, and ethics.

Audience: Public procurement practitioners, managers and end-users of government contracts, procurement supervisors. State employees with responsibility for purchasing goods or services, including buying from State or agency contracts or using a purchasing card, are required to take Modules I and II if they have not completed Public Procurement - SPO 101. Public Procurement - SPO 101, 201 and 301 are no longer being offered.

Prerequisite: The prerequisite for Module II is Module I, or completion of Public Procurement - SPO 101, or a test administered by the Arizona Procurement Institute (API). The student must bring to class the three-ring provided in Module I or upon meeting Module I requirements through testing.

Assessment: This course utilizes a pen and pencil test to assess the student's mastery, comprehension and ability to apply the principles of each of the learning objectives of the course and observation of team tasks to assess the ability to apply the information. The written examination is "open book" and contains true/false, complete the sentence (fill in the blank), narrative answer, matching, and multiple choice questions. Accuracy of recall is counted as is the ability to apply the principles learned.

Questions are weighted with values from 5 to 15 points each. Partial credit is permitted for some questions. The student must obtain a score of no less than 75 points out of a possible 100 points on the assessment and actively and appropriately participate in class to pass this course.

Duration: 7.5 hours (one day)

CEUs: 7.5

Cost: \$100 for one day

Arizona State Procurement Institute (API) Course Catalog

API603 - Course Title: Module III, Foundations in Arizona Public Procurement – Informal or Small Dollar Purchases

Content: Module III is the third course in the Arizona Public Procurement Specialist Certification Program. The module focuses on the methods and means for conducting informal purchases, both under \$5,000 and requests for quotes of less than \$50,000. The class emphasizes code compliance. Module III topics include the elements of a contract, Article 3 – Source Selection and Contract Formation/ Part A, delegation of authority, minority- and women-owned and small business enterprise solicitation reporting, preparing specifications, purchase orders, cooperative purchasing, small dollar purchases, overview of the Uniform Commercial Code (UCC), mainlining files and documentation, and ethics – confidentiality, conflict of interest and consequentiality.

Audience: Public procurement practitioners, managers and end-users of government contracts, procurement supervisors. State employees with responsibility for purchasing goods or services, including buying from State or agency contracts or using a purchasing card, are encouraged to take Modules I and II if they have not completed Public Procurement - SPO 101. Public Procurement - SPO 101, 201 and 301 are no longer being offered.

Prerequisite: The prerequisite for Module III is Module I, completion of Public Procurement - SPO 101 or a test administered by the Arizona Procurement Institute (API). The student must bring to class the three-ring provided in Module I or upon meeting Module I requirements through testing.

Assessment: This course utilizes a pen and pencil test to assess the student's mastery, comprehension and ability to apply the principles of each of the learning objectives of the course and observation of team tasks to assess the ability to apply the information. The written examination is "open book" and contains true/false, complete the sentence (fill in the blank), narrative answer, matching, and multiple choice questions. Accuracy of recall is counted as is the ability to apply the principles learned.

Questions are weighted with values from 5 to 15 points each. Partial credit is permitted for some questions. The student must obtain a score of no less than 75 points out of a possible 100 points on the assessment and actively and appropriately participate in class to pass this course.

Duration: 7.5 hours (one day)

CEUs: 7.5

Cost: \$100 for one day

Arizona State Procurement Institute (API) Course Catalog

Specialist Series Track

API604 - Course Title: Module IV, Specialist in Arizona Public Procurement– Competitive Sealed Bidding

Content: Module IV begins a series of three specialist courses in the Arizona Public Procurement Specialist Certification Program. The module focuses on the methods and means for conducting Invitations for Bids (IFBs) purchases. Competitive Sealed Bidding, Invitations for Bids (IFB) addresses procurements in excess of \$50,000 that may be conducted with or without evaluation. This course does not dwell on the evaluation aspect of IFBs. Evaluation is covered for all types of solicitations in Module VI, *Evaluation of Offers*. The class emphasizes compliance with the Arizona State Procurement Statutes and Rules. Module IV addresses Article 3 – Source Selection and Contract Formation/ Part B, Competitive Sealed Bidding, conducting market, supplier and cost analysis, the dos and don't of conducting a pre-offer conference, confidential information, public notice, how to handle changes before award and ethics.

Audience: Public procurement practitioners, managers and procurement supervisors. State employees with responsibility for purchasing goods or services in excess of \$50,000.

Prerequisite: The prerequisite for Module IV is Module III, or two years of professional public procurement in Arizona State government. The student must bring to class the three-ring provided in earlier modules. If the student meets prerequisites through experience, please notify the Arizona Procurement Institute administrative assistant that the student will require a manual.

Assessment: This course utilizes a pen and pencil test to assess the student's mastery, comprehension and ability to apply the principles of each of the learning objectives of the course and observation of team tasks to assess the ability to apply the information. The written examination is "open book" and contains true/false, complete the sentence (fill in the blank), narrative answer, matching, and multiple choice questions. Accuracy of recall is counted as is the ability to apply the principles learned.

Questions are weighted with values from 5 to 15 points each. Partial credit is permitted for some questions. The student must obtain a score of no less than 75 points out of a possible 100 points on the assessment and actively and appropriately participate in class to pass this course.

Duration: 7.5 hours (one day)

CEUs: 7.5

Cost: \$100 for one day

Arizona State Procurement Institute (API) Course Catalog

API605 - Course Title: Module V, Specialist in Arizona Public Procurement – Competitive Sealed Proposals

Content: Module V focuses on the methods and means for conducting Request for Proposals (RFPs) solicitations in compliance with Article 3 – Source Selection and Contract Formation/ Part C, Competitive Sealed Proposals. This course does not dwell on the evaluation aspect of RFPs. Evaluation is covered for all types of solicitations in Module VI, *Evaluation of Offers*. The Competitive Sealed Proposals class emphasizes best practices for developing and issuing an RFP solicitation and emphasizes the need to plan for instructions and terms and conditions in order to issue a solicitation that accommodates evaluation and negotiation phases of the solicitation. Module IV addresses the topics of planning for milestones, writing the determination justifying use of an RFP, basic steps of award process, and discusses the ethics of outside employment and collusion.

Audience: Public procurement practitioners, managers and procurement supervisors. State employees with responsibility for purchasing goods or services in excess of \$50,000, especially those conducting RFPs.

Prerequisite: The prerequisite for Module V is Module IV. There are no waivers or equivalencies for meeting the prerequisite. The student must bring to class the three-ring provided in earlier modules. If the student meets prerequisites through experience, please notify the Arizona Procurement Institute administrative assistant that the student will require a manual.

Assessment: This course utilizes a pen and pencil test to assess the student's mastery, comprehension and ability to apply the principles of each of the learning objectives of the course and observation of team tasks to assess the ability to apply the information. The written examination is "open book" and contains true/false, complete the sentence (fill in the blank), narrative answer, matching, and multiple choice questions. Accuracy of recall is counted as is the ability to apply the principles learned.

Questions are weighted with values from 5 to 15 points each. Partial credit is permitted for some questions. The student must obtain a score of no less than 75 points out of a possible 100 points on the assessment and actively and appropriately participate in class to pass this course.

Duration: 15 hours (two days) **CEUs:** 15 **Cost:** \$200 for both days

Note: This is a two day course and the \$200 fee covers both days.

Arizona State Procurement Institute (API) Course Catalog

API605 - Course Title: Module VI, Specialist in Arizona Public Procurement – Evaluating Proposals

Content: Module VI is the last of the series of three specialist courses and the entire course of study for the Arizona Public Procurement Specialist Certification Program. The module focuses on the methods and means for conducting evaluations for Requests for Quotes (RFQ), Invitations for Bids (IFB), and Requests for Proposals. (RFP). Discussions focus on best practices for recommending a defensible award and the specific code requirements for evaluating each type of solicitation

Audience: Public procurement practitioners, managers and procurement supervisors. State employees with responsibility for purchasing goods or services in excess of \$50,000, especially those conducting RFPs, and RFQs and IFBs with evaluation criteria.

Prerequisite: The prerequisite for Module VI is Module V. There are no waivers or equivalencies for meeting the prerequisite. The student must bring to class the three-ring provided in earlier modules. If the student meets prerequisites through experience, please notify the Arizona Procurement Institute administrative assistant that the student will require a manual.

Assessment: This course utilizes a pen and pencil test to assess the student's mastery, comprehension and ability to apply the principles of each of the learning objectives of the course and observation of team tasks to assess the ability to apply the information. The written examination is "open book" and contains true/false, complete the sentence (fill in the blank), narrative answer, matching, and multiple choice questions. Accuracy of recall is counted as is the ability to apply the principles learned.

Questions are weighted with values from 5 to 15 points each. Partial credit is permitted for some questions. The student must obtain a score of no less than 75 points out of a possible 100 points on the assessment and actively and appropriately participate in class to pass this course.

Duration: 7.5 hours (one day)

CEUs: 7.5

Cost: \$100 for one day

Arizona State Procurement Institute (API) Course Catalog

API (TBD) - Course Title: Managing Public Procurement – Course under revision

Content: Planned topics will address the challenges of running a procurement shop. Focus is on best practices:

- Acquisition planning and management
- Supervising procurement practitioners
- Assessing and reporting performance
- Complying with public procurement governance
- Developing agency policies and procedures
- Administering contracts
- Avoiding/responding to protests and claims

Audience: Public procurement practitioners, managers and procurement supervisors.

Prerequisite: TBD

Duration: Projected to be 1.5 days

CEUs: 12

Cost: \$100 for one and ½ days

Arizona State Procurement Institute (API) Course Catalog

SPIRIT Courses

SPIRIT (State Procurement Reform Team) is the State Procurement Office's (SPO) online E-procurement system. All statewide solicitations are conducted and contracts awarded in SPIRIT. State-wide contracts may be researched on the system. SPO also uses the system to conduct solicitations over the delegated authority for agencies with limited delegated authority. There is no cost for any SPIRIT course.

SPIRIT courses are not listed on STARS. **You may not register for these courses on STARS.**

See the class schedule online at: .

Contact Terrance Scott to register for SPIRIT classes: terrance.scott@azdoa.gov

TITLE	DESCRIPTION	WHO SHOULD TAKE
Navigating SPIRIT and the SPO Websites Time: one hour Offered: Navigation is offered in conjunction with the PR/Bid List and the Contracting in SPIRIT classes. It is also offered as a stand-alone course to members of the Arizona State Purchasing Cooperative on a per-request basis.	Attendees are introduced to the resources of the SPIRIT and SPO websites through demonstration and examples. Neither a login nor a password is needed find statewide contract information in SPIRIT. Students learn: <ul style="list-style-type: none">• The nature and organization of the documents, links, data, and materials on the SPO webpage• How to use SPIRIT search functions to find contractors, terms and conditions, pricing, scopes of work and other information related to state-wide contracts• How to print contracts in SPIRIT• How to find assistance and further information	Procurement Associate: all agencies Procurement Technician: all agencies Procurement Specialist: all agencies Senior Procurement Specialist/Supervisor: all agencies Procurement Manager: all agencies Procurement Administrator: all agencies Program personnel: all agencies Suppliers, vendors, contractors Arizona State Purchasing Cooperative members This course is available for presentation to groups of 10 or more.

Arizona State Procurement Institute (API) Course Catalog

<p>Purchase Request/Bid list</p> <p>Time: 1 to 1.5 hours.</p> <p>Offered: PR/Bid List is offered quarterly. Every agency should have two designated individuals trained to enter purchase requests and retrieve bid lists from SPIRIT.</p>	<p>Upon completion of this course, students are provided logins and passwords</p> <p>Students learn:</p> <ul style="list-style-type: none"> • How to generate a purchase request (PR) in the SPIRIT system • How to generate and print a bid list in spirit 	<p>Each state agency, board or commission may identify two individuals to receive this training and represent the agency in submitting PRs and generating bid lists.</p> <p>If an individual leaves agency service or changes duties within the agency. Notify the SPO IT Unit (spirit@azdoa.gov). The agency may then identify and register another individual for this course.</p>
<p>SPIRIT Evaluator Training</p> <p>Time: 3 hours</p> <p>Offered: SPIRIT for Evaluators training is conducted twice a month, usually on the 2nd and 4th Tuesday in the afternoon.</p>	<p>Individuals who are assigned to evaluate a request for proposals (RFP) solicitation in SPIRIT are required to take this course. The course covers the mechanics of conducting an evaluation in the SPIRIT program.</p>	<p>Persons identified to serve as evaluators on request for proposal solicitations. It is recommended that evaluators take the training no more than one or two weeks prior to the close date of the solicitation they are to evaluate.</p>
<p>Contracting in SPIRIT</p> <p>Time: 8 to 16 hours, depending on previous experience with SPIRIT</p> <p>Offered: This course is only offered to Procurement Specialists who are assigned to SCC contracts. The 2-day course is being offered each month on the 4th Thursday and Friday of each month through December 2007.</p>	<p>The essentials of issuing a solicitation and awarding a contract in the State Procurement Office's web-based E-procurement system.</p> <p>This course teaches the use of the SPIRIT application. The <u>mechanics</u> of how to advertise a solicitation, send supplier information requests, select and edit clauses, ask for clarifications, notify non-awardees and the other tasks associated with supplier selection methods using SPIRIT are demonstrated and practiced. This course does not address the theory or practice of public procurement.</p>	<p>Only Arizona State public procurement specialists working for the Arizona State Procurement Office and specialists in Strategic Contracting Centers (SCC) who have been assigned to conduct a state-wide contract should sign up for this course.</p> <p>Please contact Terrance Scott if you have an SCC procurement officer who needs to be trained solicit and award contracts on SPIRIT.</p>

Arizona State Procurement Institute (API) Course Catalog

Procurement Spotlight Courses

There are no prerequisites for any of the following courses.

Register for these courses online at [http: www.azgu.gov/STARS](http://www.azgu.gov/STARS).

See the course schedule online at: <http://www.azdoa.gov/spo/training/api-course-schedules> .

Contact Terrance Scott for information registration assistance: terrance.scott@azdoa.gov

<u>Level</u>	MODULE TITLE	DESCRIPTION
All No Fee	Title TBD – this course is not yet available. Projected launch FY 2007	Online overview of public procurement ethics and methods for interested citizens, elected officials, and state employees.
Specialist Fee: \$100 for one day CEUs 7.5	ADAZSPO - 501 Construction Contracting in Public Procurement <u>COURSE CURRENTLY UNDER REVISION</u>	This one-day course provides an overview of construction contracting public procurement. The focus is on the complexities of the acquisition of design and construction services in Arizona. Participants gain insight into the development of effective scopes of work, pricing methods, and evaluation criteria. The course also included discussion of project management issues and techniques. The course addresses recently legislated methods available for construction contracting in Arizona.
Specialist Fee: \$100 for one day CEUs: 7.5	ADAZSPO – 510 Specification Writing	This competency-based, one-day workshop approaches the responsibility for communication among the end-user, the procurement professional and the vendor from a technical writing perspective. Participants learn about tools and methods to avoid ambiguity, enhance clarity and increase credibility in their descriptions of services and commodities.
Specialist Fee: \$100 per day	ADAZSPO – 515 Negotiations for Public Procurement	This competency-based, one-day workshop establishes guidelines and best practices for preparing for and conducting discussions (negotiations) with prospective suppliers in the public arena. Prerequisite: Certificate in Public Procurement - AzSPO 101 and Contracting for Services, AzSPO 505.

Arizona State Procurement Institute (API) Course Catalog

Class for Vendors/Suppliers

Doing Business With the State of Arizona - AzSPO 550

The class includes discussions on registering as a supplier, exploring, defining and clarifying expectations, and common procurement terms and acronyms. Emphasis is placed on techniques of marketing products and services to State agencies, prompt payment issues, common vendor oversights and public procurement ethics. The course touches on methods of public procurement in Arizona, such as requests for quotes (RFQs), invitations for bids (IFBs), and requests for proposals (RFPs). Discussions may include best practices for responding to formal solicitations, assembling and submitting offers and the evaluation process. Pre-award and post-award activities, protests, contract administration and vendor performance are also addressed.

This class also explores the State's e-commerce process and how to navigate and respond to solicitations issued by the state's electronic procurement application, SPIRIT. The cost is \$99.

Duration: 7.5 hours (one day)

CEUs: N/A

Cost: \$99 for one day

Registration and Payment for “Doing Business with the State of Arizona”: “Doing Business with the State of Arizona” course is limited to no more than 15 participants. Checks may be mailed to the State Procurement Office, 100 North 15th Avenue, Phoenix, AZ 85007, Attention: Terrance Scott. Or fax in your reservation to (602) 542-5508 and bring a check with you to the class.

Registration and Payment for “Doing Business with the State of Arizona”: “Doing Business with the State of Arizona” course is limited to no more than 15 participants. Checks may be mailed to the State Procurement Office, 100 North 15th Avenue, Phoenix, AZ 85007, Attention: Terrance Scott. Or fax in your reservation to (602) 542-5508 and bring a check with you to the class.

Arizona State Procurement Institute (API) Course Catalog

Registration, Payment, and Contact Information

Certification Program Courses

See for course schedule and syllabi online at: <http://www.azdoa.gov/spo/training> .

Register for these courses online at <http://www.azgu.gov/STARS>.

Contact Terrance Scott for information registration assistance: terrance.scott@azdoa.gov

SPiRiT Courses

See the course schedule online at: <http://www.azdoa.gov/spo/training/api-course-schedules>.

Contact Terrance Scott for information registration assistance: terrance.scott@azdoa.gov

Procurement Spotlight Courses

The following courses are currently under revision.

Register for these courses online at <http://www.azgu.gov/STARS>.

Doing Business with the State of Arizona

Registration and Payment for “Doing Business with the State of Arizona”: “Doing Business with the State of Arizona” course is limited to no more than 15 participants. Checks may be mailed to the State Procurement Office, 100 North 15th Avenue, Phoenix, AZ 85007, Attention: Terrance Scott. Or fax in your reservation to (602) 542-5508 and bring a check with you to the class..

Arizona Procurement Institute (API)

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